



## REQUEST FOR PROPOSALS

### Trail Lake Park Parking Lot and Drive

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Date: March 6, 2019

Contact: Christine Craycroft, Executive Director  
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Due Date: March 22, 12:00 pm EST

Summary: The Portage Park District seeks proposals from qualified professionals for the design, construction plans and specifications, bidding phase services and construction administration for the construction of a 40-50 car parking lot and drive at the future Trail Lake Park, Streetsboro, Portage County, Ohio.

Submittals: Proposals must address the information requested and may be submitted electronically to [admin@portageparkdistrict.org](mailto:admin@portageparkdistrict.org) or on paper in a sealed envelope to Portage Park District 705 Oakwood St. Suite G-4 Ravenna, Ohio 44266. The proposal name must be labeled on the envelope or in the subject line. Download the RFP packet at <https://www.co.portage.oh.us/portage-county-park-district/news-publications/pages/public-notice>

*The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment*

## **Request for Proposal**

# **Trail Lake Park Parking Lot Design and Construction Administration**

### **I. Introduction:**

The Portage Park District (PPD) is seeking proposals from qualified professionals for the design and construction administration of a new drive and 40-50 car parking lot at the future Trail Lake Park in Streetsboro, Ohio. PPD is committed to environmental sustainability practices and materials.

### **II. Project:**

PPD has acquired a 131-acre property on Ravenna Road in Streetsboro known as Trail Lake Park—see attached draft site plan. This project includes survey and geotechnical investigations as necessary, and the design of construction plans and specifications and construction administration for the installation of a 40-50 car parking lot and drive. Design of this parking lot should include options for permeable pavement and associated “green” stormwater management, as well as preparation of any necessary permit applications. The project may be constructed through the ODOT LPA bid contract process, through use of ODOT labor and materials purchase orders, with PPD funds, or a combination of the above.

### **III. Selection Procedure:**

Interested professionals should submit their Statement of Qualifications for 2019-2020 if they haven’t already done so. The RFQ is located on the Park District website. It is anticipated that the fees for this project will be under \$50,000. The award will be based on a combination of lump sum fee proposal and qualifications. Permit and plan review fees will be paid by the owner.

### **IV. Proposal Submittals:**

1. Cover letter
2. Bid Form
3. Listing of firm’s ‘standard rates’

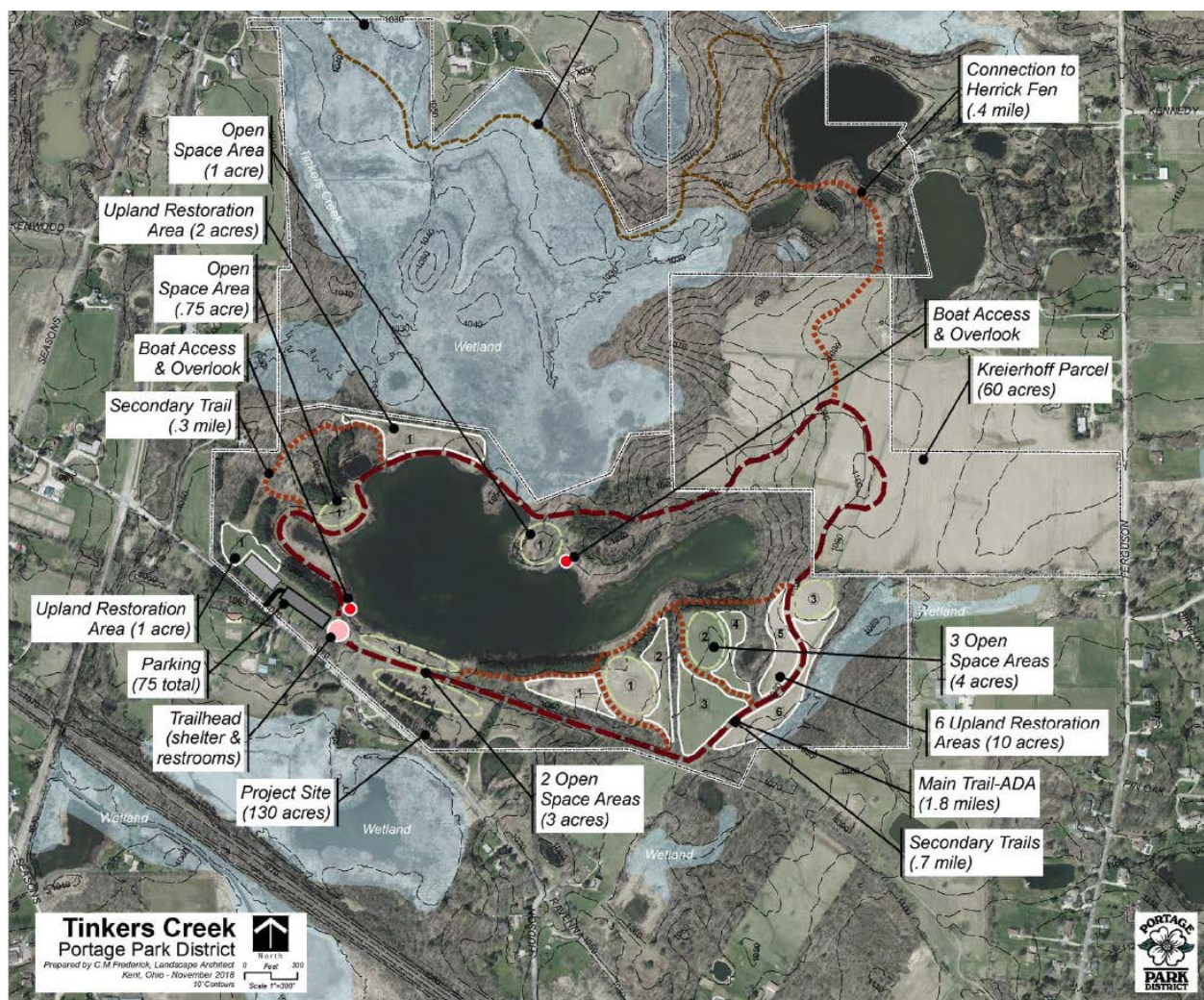
### **V. Schedule:**

Issuance of Request for Proposal:	3/6/2019
<b>Submission of Price Proposal Due Date</b>	<b>3/22/2019</b>
Estimated Award of Project	3/25/2019
Submission of Bid Set and Cost estimate	7/1/2019

### **VI. Scope of Work**

- A. Meet with PPD to review scope of work, timeline and draft site plan.
- B. Conduct survey and geotechnical studies as needed.
- C. Provide preliminary cost estimates for design options of permeable asphalt, standard asphalt or aggregate. Consult with PPD to determine best construction and funding option.

- D. Prepare construction plans, specifications and cost estimates suitable for bidding if necessary (PPD has prepared front-end bid documents).
- E. Assist with bidding phase: conduct pre-bid meeting, address questions, issue addenda, assist with evaluation of bids.
- F. Assist with permit applications for all necessary local and state permits. Manage permitting process—address questions and make changes as needed.
- G. Provide construction administration including review of shop drawings and submittals, on-site inspections as needed, review of invoices and final contractor's punch list.
- H. Provide “as-built” drawings.



**BID FORM**

1.	Kickoff meeting; review of existing conditions	\$ _____
2.	Design options drafted	\$ _____
3.	Review meetings with PPD	\$ _____
4.	Construction plans, specifications, cost estimate	\$ _____
5.	Bidding phase services	\$ _____
6.	Permit applications	\$ _____
7.	Construction administration services	\$ _____
8.	Final inspections and as-built plans	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

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Printed Name of Bidder

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Address of Bidder

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Signature of Bidder or Authorized representative

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Date